



**AFOPO**  
*Advocates for Small Business*



# **Air Force Outreach Program**

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## **Office**

U.S. AIR FORCE

## **Small Business Learning**

**TSgt Earl A.  
Morgan**

## **Center**





# Created to Assist

- Air Force Small Business Specialists
- Air Force Contracting Personnel
- Internal Air Force Customers
- Small Businesses



U.S. AIR



# Focus

- Education and Training
- Partnerships
  - “Force-multiplier”
- Outreach
- Multimedia “Getting the word







# Manufacturing Technical Assistance Production Program

## Mission:

*Provide the Air  
Force with a  
reliable, quality  
oriented  
supplier  
network*

- Can manufacture parts and systems required for USAF operations
- Allows downsizing without loss of quality or response time
- Improves the competitiveness of small companies

[www.airforcemtapp.org](http://www.airforcemtapp.org)





# What is the Small Business Learning Center?



- Internet-based training for acquisition professionals, small businesses, and others interested in federal acquisition processes and socio-economic programs
- Let us help satisfy your training needs!



www.selltoairforce.org

## Welcome to US Air Force Small Business



### Message From the Director

The Air Force Office of Small and Disadvantaged Business Utilization (OSDBU) is dedicated to supporting the capabilities required to defend the United States and protect its interests through aerospace power. By being willing partners, small businesses and minority institutions of higher education assures that we have available, the widest range of products and services to maintain a strong Defense Industrial Base, and continue our national economic growth and development.

[Read More >](#)

Small Business  
Learning Center

Library

Training

SBA Office of  
Entrepreneurial  
Development

Defense Acquisition  
University

[What other resources are available?](#)

[More Help >](#)

### Small Business News

- ▶ [A WOSB and an 8\(a\) Firm Save the Day at Dover AFB](#)
- ▶ [FAST Encourages Minority Students To Fly](#)
- ▶ [Central Contractor Registration has Merged with SBA PRO-](#)
- ▶ [More News >](#)

#### Mission

Promote effective outreach and acquisition strategies that provide small and disadvantaged businesses as well as

#### Vision

Partnering with small and large business, minority institutions, federal agencies, trade associations and acquisition and

### Member Log In

Member ID:

Password:

[Log In](#)

[Not Yet Registered?](#)

### USAFSB Bulletin

Subscribe to news and notes from the Air Force to your desktop...

E-mail Address:

[Subscribe](#)

[View Current Newsletter](#)

[4th Quarter 2003 Newsletter \(PDF\)](#)

You can reach the  
SBLC through the  
SAF/SB website, at  
Learning Center  
feature




Frontline Learning Management System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites Media Print Mail News RSS Feeds

Address <http://www.airforceoutreach.org/LMS/Default.asp> Go Links



# AFOPO WEB BASED TRAINING

AFOPO  
Advocates for Small Business

[SIGN IN](#) [REGISTRATION](#)


[READ THIS FIRST](#) | [ONLINE HELP](#) | [WEB SUPPORT](#)

## Student Login


Type in your User name and Password below, then click the Submit Information button.  
A Student Account is required to enter the Small Business Learning Center.

**User Name**

**Password**

 **SUBMIT INFORMATION**

If you are a New Student, click the Register button below

 **REGISTER**

Registering for your Student Account is free and easy

This will be the first page you see - student registration!

Done Internet

start Connected - BlackBer... Learning Center - Mic... RE: Learning Manage... H:\ynette\SBLC Frontline Learning Ma... 12:53 PM



Create  
User  
Name  
Password

Frontline Learning Management System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites Media

Address [http://www.selltoolforce.org/sell2af\\_sbic/default.asp?lms=4](http://www.selltoolforce.org/sell2af_sbic/default.asp?lms=4) Links

**AFOPO WEB BASED TRAINING**

ADMINISTRATOR FOR SMALL BUSINESS  
SIGN IN REGISTRATION

READ THIS FIRST | ONLINE HELP | WEB SUPPORT

### Student Registration

Please take a minute and type in as much information as possible. This will help us better serve and accurately identify you.  
Note: Take care when typing in your name information below because those fields will be used for Course Completion Certificates.

First Name	Middle Initial	Last Name	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Email Address:  Use the "yourname@youremail.com" format

### Student Login Information

User Name  Type in a username of your choice

Password  At least 8 characters and case unspecific.

Confirm Password

\*Remember your Student Login Information when logging into the Small Business Learning Center.

### Business Type

First select Government, Small or Large Business, and then fill-in related information for that type.

☒ Government

☐ Small Business Specialist ☐ Contracting Officer/Buyer ☐ Program Manager

Other

Location Code: Bases are listed by state

Select Location

Other Location

☐ Large Business

☐ Small Business

Select all that apply to your Small Business.

☐ Small Disadvantage Business ☐ 8(a) ☐ Women Owned ☐ Small Disabled Veteran

☐ HUB Zone ☐ Veteran

### Mailing Address

City  State  Zip Code

Select State

☐ DOD Mentor Protege ☐ MTAPP

**SUBMIT INFORMATION**





**SMALL BUSINESS LEARNING CENTER**  
LEARNING MANAGEMENT SYSTEM

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## Welcome Lynette to the Small Business Learning Center

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Air Force Outreach Program Office  
(AFOPO)

[Read This First](#)

**My Student Progress**

[Select a Course](#)

[Critique](#)

[Update My Student Account](#)

[Send Us Comments](#)

[Reference Library](#)





Minimum System Configuration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites Media Mail Print Wordpad Internet Options

Address <http://www.airforceoutreach.org/LMS/ReadFirst.html> Go Links

 **AFOPO WEB BASED TRAINING** 

**Read This First**

**Minimum System Configuration**

- Computer - Pentium 166
- RAM - 32MB
- Operating system - Windows 98 or newer
- Web browser:
  - Netscape unsupported
  - Internet Explorer 5.01 Service Pack 2 or higher  
([Get the latest version here](#))
  - Security settings that support activeX and javascript
  - Your browser's Java Virtual Machine (JVM) must be Microsoft's version
    - To check, what type and version of Java you have go to this website [www.javatester.org](http://www.javatester.org)  
You can also check from your browser's menubar go to Tools, Internet Options, Advanced tab, and scroll to see if Microsoft VM options are available and checked.
  - Sun JVM may be the installed JVM default for Windows XP users.
    - To check, follow the instructions provided above.

Note: Because of the dispute with Sun, the Microsoft JVM was not included in XP or IE 6. A separate install of Microsoft JVM is no longer available from Microsoft. It is part of Windows XP Service Pack 1 and can also be downloaded from various places on the web, such as [www.javatester.org](http://www.javatester.org) Following installation of Microsoft VM, uncheck the Java (Sun) option in the Advanced tab, check the Microsoft VM options, and restart your computer.

  - Scripting, such as scripting of Java applets, must be enabled.
  - Running of Active X controls and plug-ins must be enabled.
    - The security issue addressed in AFCERT 99-35 is no longer applicable provided use of Internet Explorer version 6.0 (or higher) and Windows 2000 (or higher).- Multimedia requirements:
  - Graphics - VGA 256 colors at 800x600 resolution  
(Best viewed at 1024 x 768)
  - Sound card to play digital audio files
  - Speakers to play audio

Done Internet

start Connected - ... Learning Cen... RE: Learning ... H:\lynette\S... Microsoft Po... Frontline Lea... Minimum Syst... 1:05 PM





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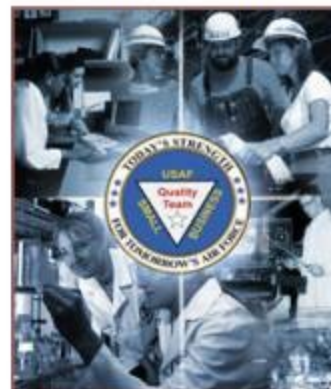
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If you are a New Student, click on the "Select a Course" link at upper right of this page to begin your training. If you are a Returning Student, click on the "Update My Student Account" link at the left of this page to check your progress.

If you are a Reference User, click on the "Reference Library" link at the left of this page to check the status of your account.



Air Force Outreach Program Office (AFOP)

You can launch a course from the "Select a Course" feature here

[My Student Progress](#)[Select a Course](#)[Critique](#)[Update My Student Account](#)[Send Us Comments](#)[Reference Library](#)





# WEB BASED TRAINING

AFOP  
Advocates for Small Business[HOME](#) [LOG OUT](#)[READ THIS FIRST](#) | [ONLINE HELP](#) | [WEB SUPPORT](#)

## Select a Course

Select a course below and preview the course description.

[ACQUISITION FORMS](#)[HOW TO SELL TO AIR FORCE](#)[DCAA AND THE ACQUISITION PROFESSIONAL](#)[DFAS' CONTRACTOR PAYMENT INFORMATION](#)[PRO-NET](#)[SMALL BUSINESS UTILIZATION](#)[THE HUBZONE PROGRAM](#)

To add a course to your personal course listing, select a Multi-Media or No Multi-Media version.  
We recommend the Multi-Media version of our courses for students with broad-band internet connection.

### Acquisition Forms

Two very important forms in the acquisition process are the DD Form 350, and the DD Form 2579. Errors on these forms will cause delays in administrative processing time and thereby have a negative effect on efficiency.

This tutorial provides the Acquisition Professional a comprehensive, detailed, technical explanation of these forms, line-by-line and block-by-block. Practice examples and supplemental audio clips are unique features of this tutorial.



Multi-Media



No Multi-Media

72 minutes

### How To Sell To Air Force

Most people don't realize that more than half of the Air Force's budget is spent on



A brief  
descriptio  
n of the  
course





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This tutorial provides the Acquisition Professional a comprehensive, detailed, technical explanation of these forms and how to use them. It includes supplemental audio and video.



Multi-Media No Multi-Media  
72 minutes

### How To Sell To

Most people do

Estimated time  
to complete the  
course





# WEB BASED TRAINING

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Most people don't realize that more than half of the Air Force's budget is spent on

Select your  
desired course  
and the version  
you prefer -  
narrated/multi-  
media or text only





**My Student Progress**

Select a Course

Critique

Update My Student Account

Send Us Comments

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## My Student Progress


The table below contains your course information for the courses you've selected.

There is an automatic bookmarking feature associated with each course. Click the desired course to return to the last page you visited.

Course Name	Course Status	Date Selected	Total Time Spent (hh:mm)	Last Login	Score
<a href="#">Forms (T)</a>	In-Progress	1/30/2004 4:06:55 PM	0:4	1/30/2004	0
<a href="#">SellToAF (MM)</a>	Complete	2/12/2004 1:54:36 PM	0:51	2/12/2004	100

(MM) - Multi-Media (NM) - No Multi-Media

 **Print Certificate**

 **Print this Page**

This is where start your course.



Frontline Learning Management System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

Address <http://www.airforceoutreach.org/LMS/Default.asp?LMS=3&Mode=MM&ProductID=2> Go Links

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(MM) - Multi-Media (T) - No Multi-Media

 **Print Certificate**  **Print this Page**

My Student Progress  
Select a Course  
Critique  
Update My Student Account  
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Reference Library

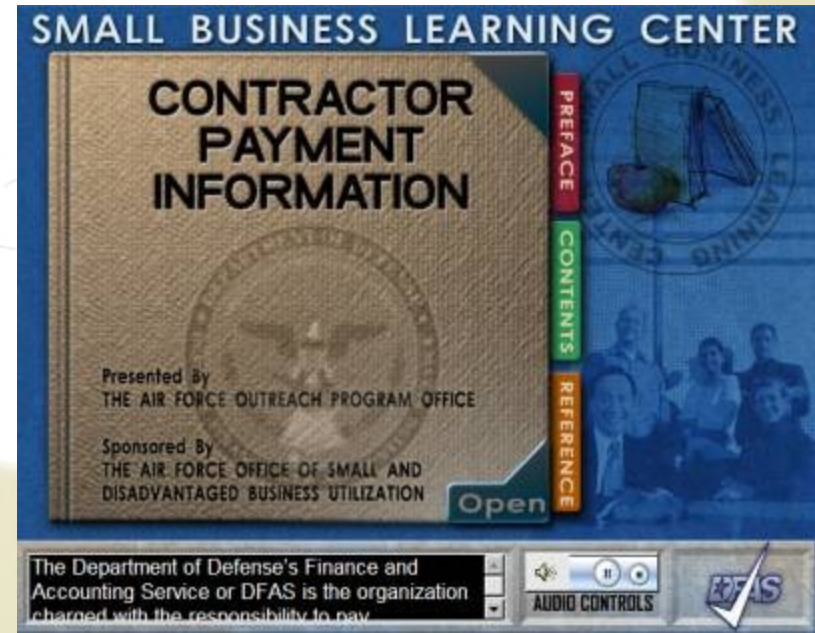
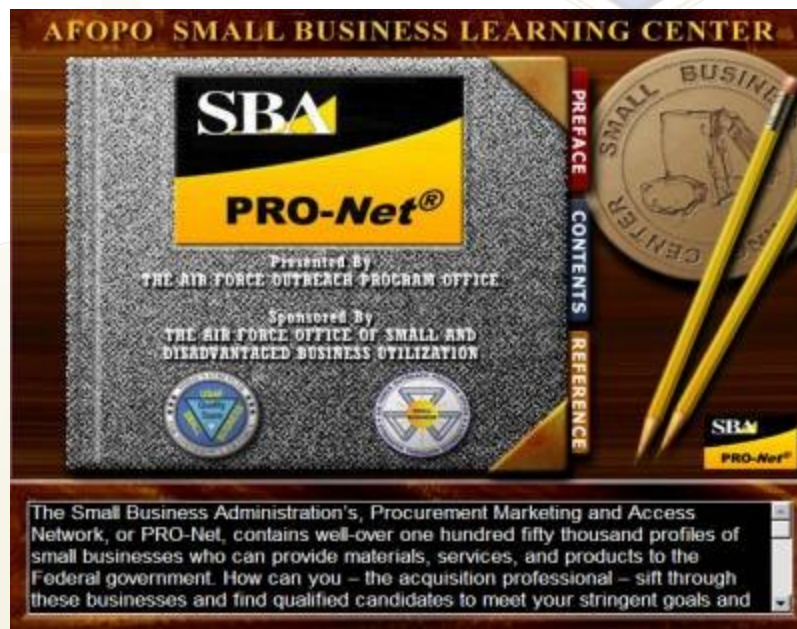
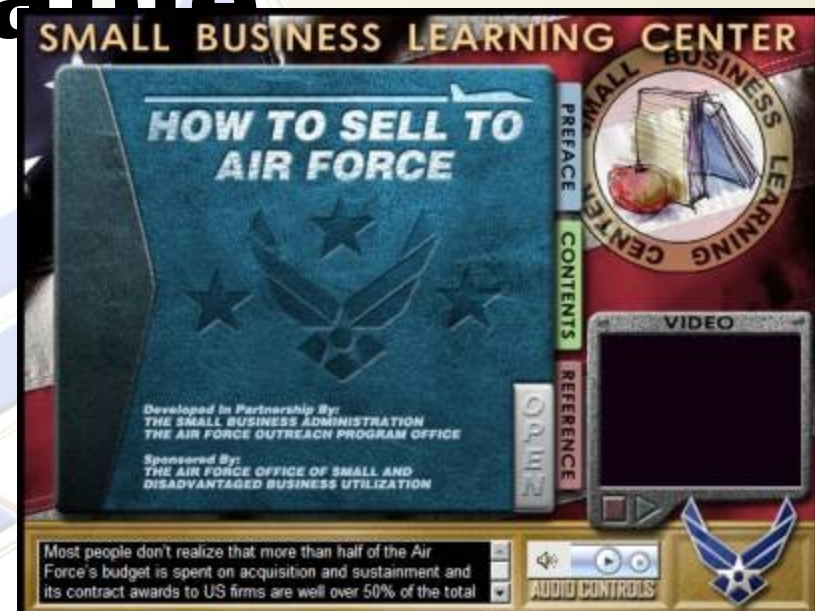
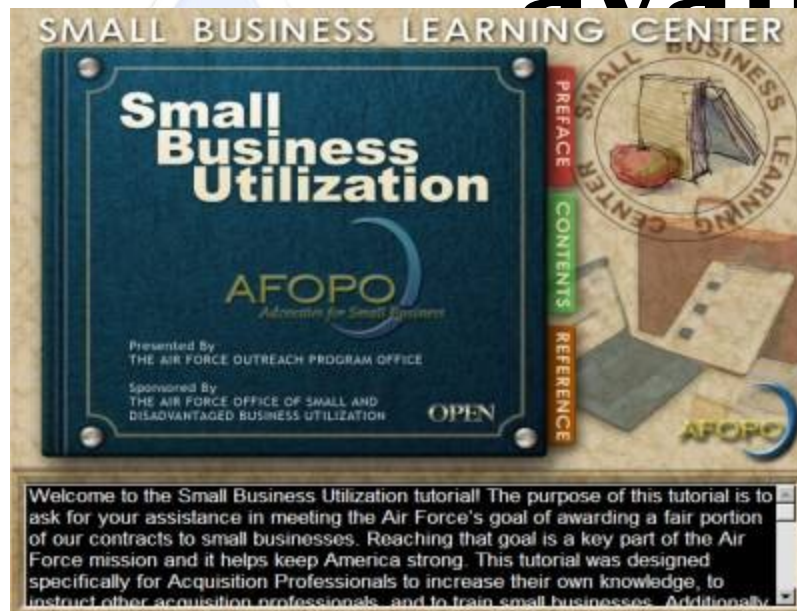
Click on the course name

Done Internet

start Connected - Blac... Learning Center ~... RE: Learning Man... H:\lynnette\SBLC Microsoft PowerP... Frontline Learnin... 2:11 PM

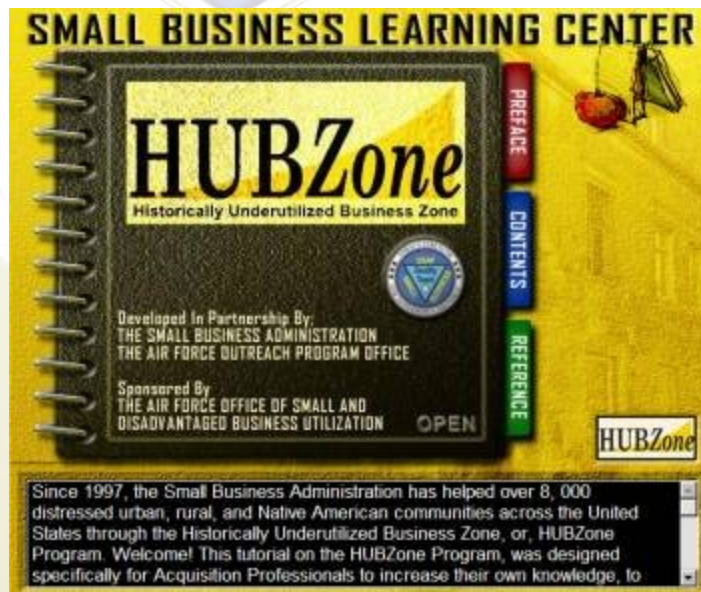
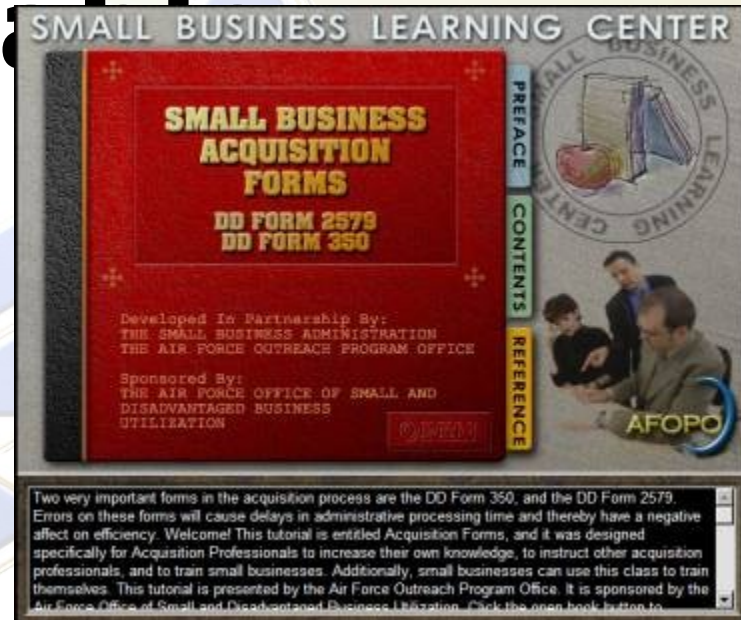
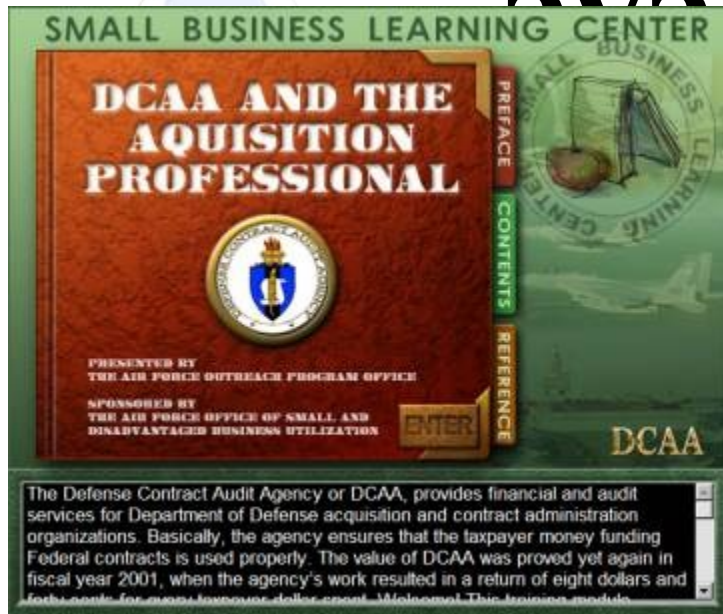


# Tutorials currently available



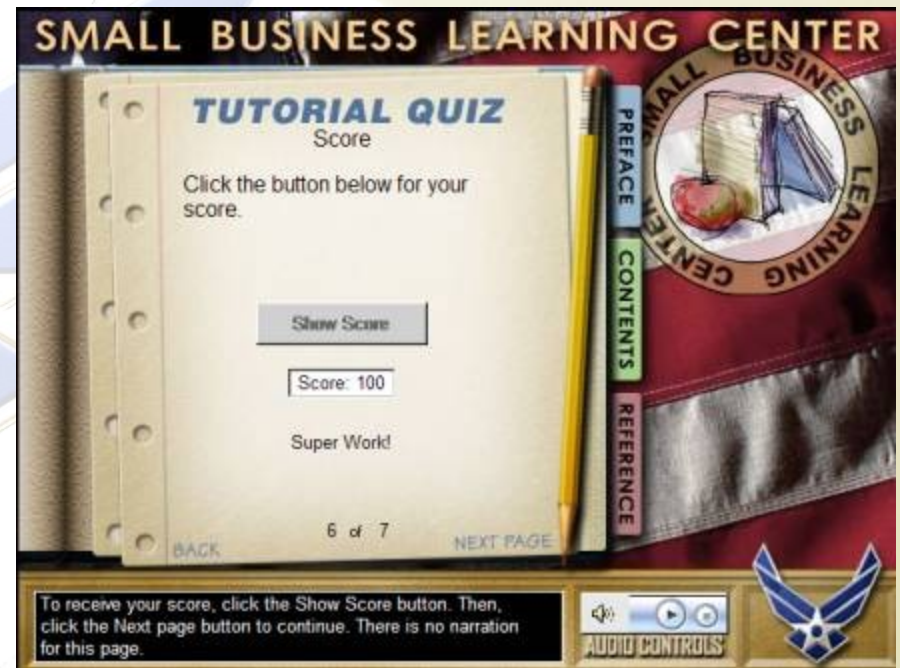
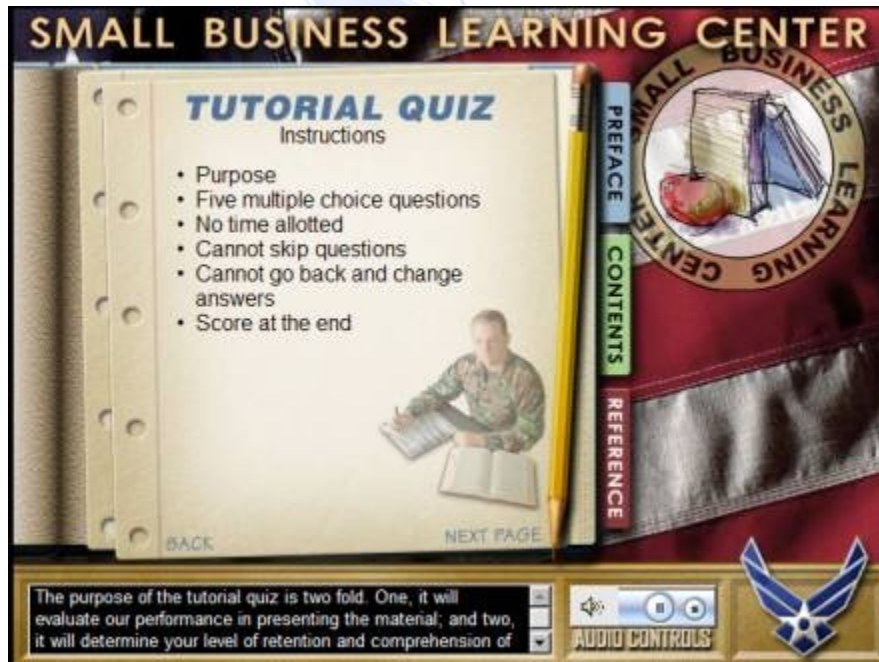


# Tutorials currently available





# Tutorial Quiz



The end of tutorial quiz assists us in ensuring the information provided was useful and tests the student's comprehension



## Critique

Once you have completed a ToolBook course and received a score of 70 or better, you will be asked to complete a critique. If you log into the LMS three consecutive times without completed a critique request, you will be locked out of the LMS and will have to contact the Web Master to be reset. Please note the importance of completing the critiques.

Upon entering the Critique page you will see a drop down box. Select the drop down box and chose the course you wish to critique. You will automatically be directed to the critique for the selected course.

### Course Critique

Select Course

The Air Force Outreach Program Office and presentation. Please include both far  
Comments will be used to enhance these  
can help the learning experience.

The critique will look something like this.

### Course Critique For PRO-Net(N)

How Would you rate the following key areas?	Poor (1)	Below Average(2)	Average (3)	Good (4)	Excellent (5)
Length of training?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to keep your attention?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Training Content?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Quality of the training?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall learning experience?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>





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## Course Critique

## My Student Progress

Select a Course

Critique

Update My Student Account

Send Us Comments

Reference Library

Thank you for taking the time to fill-out our quick and easy Course Critique.  
To begin, select your recently completed course from the drop-down menu below.

## Notice # 2:

Please take a moment and complete the end-of-course critique. Your feedback will help us provide everyone the best experience possible on the Small Business Learning Center(SBLC). After 3 reminders, continuing access will have to be coordinated through the SBLC Webmaster.

Select Course ▼

The Air Force Outreach Program Office, in an effort to provide the best experience possible on the Small Business Learning Center, asks each student to fill out a brief end-of-course critique. We'll remind you to complete your critique when they login. Thank you for your support in this endeavor.

You will get 3  
“friendly”  
reminders to  
complete your  
critiques





Frontline Learning Management System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Search

Favorites

Media

Address <http://www.airforceoutreach.org/LMS/Default.asp?LMS=3&Mode=MM&ProductID=2> Go Links

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(MM) - Multi-Media (NM) - No Multi-Media

Print Certificate

Print this Page

My Student Progress

Select a Course

Critique

Update My Student Account

Send Us Comments

Reference Library

If you have successfully completed a course, you can print a certificate from here

Done Internet

start

Connected - Blac...

Learning Center <...

RE: Learning Man...

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Microsoft PowerP...

Frontline Learnin...

2:11 PM



Frontline Learning Management System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

Address <http://www.airforceoutreach.org/LMS/Default.asp?LMS=3&Mode=MM&ProductID=2> Go Links



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**My Student Progress**

Select a Course

Critique

Update My Student Account

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We recommend you log out using the Log Out feature

Done Internet

start Connected - Blac... Learning Center <... RE: Learning Man... H:\Lynette\SBLC Microsoft PowerP... Frontline Learnin... 2:11 PM





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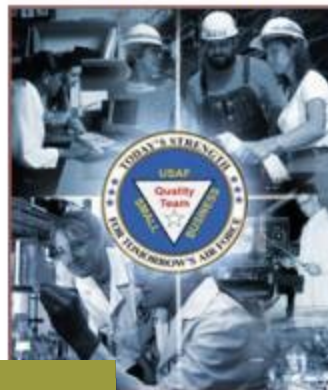
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If you are a **Returning Student** click the **Select a Course** link at the left of this page to choose a tutorial.



Air Force Outreach Program Office

**My Student Progress**

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## Student Progress Page





Go Links »



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### My Student Progress

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right of this page  
ready to begin  
this page to cho

If you are a **Re**  
this page to ch

The reference library  
is our newest  
addition!



## Reference Library

[ADOBE ACROBAT READER FREE DOWNLOAD](#)  
[MS POWER POINT READER FREE DOWNLOAD](#)

- Supplemental data/late-breaking news
- PowerPoint and word presentations covering current contracting and small business topics
- Links to pertinent websites offering additional and/or more in-depth training




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Address http://www.airforceoutreach.org/LMS/Default.asp?lms=20 Go Links



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## Send Us Comments

Type in your comments below and click the Submit button.

User Name :

E-mail Address :

 **SUBMIT INFORMATION**

My Student Progress

Select a Course

Critique

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**Send Us Comments**

Reference Library

You can provide feedback comments on the learning center itself (i.e. suggestions for new tutorials)

start Connected - BlackBer... Inbox - Microsoft Out... H:\Lynette\SBLC Microsoft PowerPoint ... Frontline Learning Ma... 2:31 PM





SMALL BUSINESS LEARNING CENTER  
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Online  
Help





# AFOP WEB BASED TRAINING

AFOP  
Advocates for Small Business

## Online Help and User's Guide

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This is your student user's guide and explains how to breeze through all the SBLC applications!

### Introduction

The Learning Management System serves as a utility to manage E-Learning administration and progress. Using this user friendly utility will help students and administrators monitor E-Learning progress, areas of study, and produce detailed reports for analysis.



**Stay tuned!**



## **New Courses In Development!**

*How to do Market Research*

*Contracting 101 for Small  
Business*

*Intro to Lean Manufacturing*

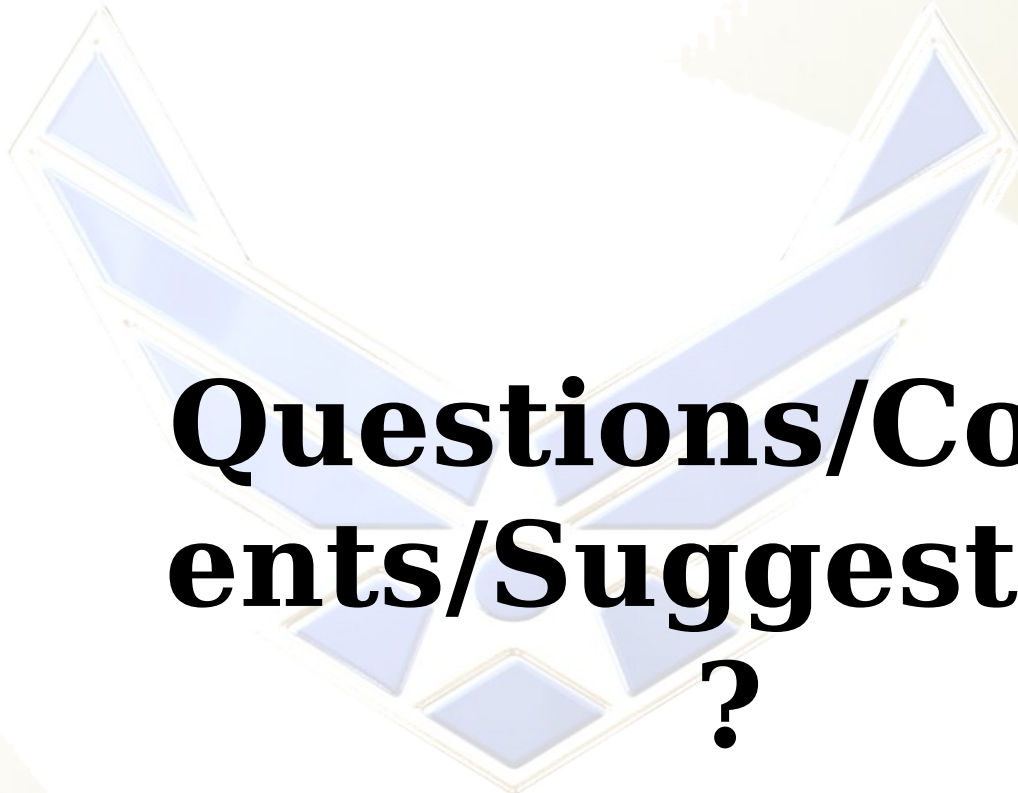
*Source Selection Procedures (3-  
part series)*

*Source Approval Requirements  
(SAR) Package Procedures*

*Project Management*

*Manufacturing-Focused Training*





# **Questions/Comments/Suggestions?**

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